

CHAPTER - I

TENDER NOTICE

SALIENT FEATURES OF THE BID:

Sl.	Particulars	Details of Tender
1.	Bid Enquiry No.	BGC/Enq/HO/MAT/ Annual Report & NOTICE/07/2017-18, Dated 17/07/2018
2.	Name of the Work	Tender for Formatting, Design ,Composing and Bilingual Printing Of Annual Reports 2017-18 in English & Hindi along with Translation Job (from English to Hindi) and Printing of Notices In English for all the three company's (OMDC, BSLC and EIL) OMDC, BLSC & EIL.
5.	Availability of Tender Documents	Manager, Commercial, I/c Stores and web site: www.birdgroup.co.in & CPP portals(https://eprocure.gov.in/epublish/app)
6	EMD	Rs. 15000/- (Rupees Fifteen Thousand)
6.	Date of Issue of Bid Documents	On 17/07/2018 to 30/07/2018 up to 3:00 P.M (Only Working days)
7.	Date of Submission of Bid Documents	Up to 30/07/2018 by 3.00 P.M
8.	Date of Opening of Technical Bid	On 30/07/2018 at 3.30 P.M
9.	Date of Opening of Price Bid	To be intimated later on after technical evaluation
10.	Period of Contract	06 months
11.	Validity Period of Bid	90 (Ninety) calendar days

A complete set of tender documents may be obtained by interested bidders physically on any working days from **17/07/2018 to 30/07/2018** on submission of a written application giving complete details of Mailing Address, Telephone & Fax No's, E-Mail Address & Name of Contact Person

From-- Manager (Commercial/ I/c Stores), AG-104, Sourav Abasan, 2nd Floor, Sector -II, Salt Lake City, Kolkata-700091, Tel: 033-4016-9200, Fax: 033-4016- 9267

Email: info.birdgroup@nic.in

Alternatively, the tender documents are available on the website of the Company i.e. www.birdgroup.co.in & CPP Portal (<https://eprocure.gov.in/epublish/app>). The prospective Bidders can download the documents for the purpose of & submission of the bid.

The Bidder shall download the "Tender Document" available on the website in totality. It will be presumed that the Bidder has gone through the entire Tender Document available on the website, which shall be binding on the Bidder.

All other terms & conditions shall remain the same as stipulated in the Tender Schedule of the aforementioned Tender Notice.

Manager (Commercial/ I/c Stores)

Chapter- II

1. SCOPE OF WORK

Formatting, Design ,Composing and Printing of Annual Reports in English and Hindi along with Translation Job (from English to Hindi) for the year 2017-2018 and Printing of NOTICES in English for all the three company's (OMDC, BSLC and EIL)

2. Technical Specification of the job :-

(A) THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED (OMDC)

a) JOB : Formatting, Design ,Composing and Bilingual Printing on English & Hindi Annual Reports and Notices for the year 2018-18 along with Translation Job (from English to Hindi)

b) QUANTITY :A) **Annual Report** : 4000 (Four Thousand) approx. Copies in English + 100 (One Hundred) approx. Copies in Hindi with 4100 nos. envelop. In bilingual
B) **Notices**: 4100 copies in English with company's name printed envelop Qty (4100)

c) SIZE OF PAPER : 11.30" X 8.25"(approx.)

d) NO. OF PAGE For Annual Report : Total 200 pages (approx.)
Black & White : 180 pages
Two Colour : 08 pages
Four Colour 12 pages
Cover Page 4 Colours

e) No. of Page for Notice : 20 Pages Black & White

No extra payment will be made if the pages are increased or decreased by 5% in Annual Report. **Please quote rate as per quote sheet for additional pages** beyond 5% increase separately **for Black & White, Two colors & four colors.**

f) PAPER QUALITY : Text 65 GSM Maplitho Paper
Cover Page - 130 GSM Matt Art Paper.
Envelope- transparent plastic Jacket envelop with single colour printing (Quantity- 4100) for **Annual Report** and Normal Company's Name Printed Envelope(Quantity- 4000) , 11 X 5 inches for **Notice**

- g) BINDING : Centre stitch Binding with outer Cover Matt Lamination (**for Annual Report**) and Normal Fabrication (**for Notices**)
- h) INPUTS : Microsoft Word files would be provided. Formatting of text and cover design to be done by the Bidder. Matter to be got cleared from OMDC Company Secretary before printing. The bidder would provide OMDC a CD containing the word file formatted and the PDF file of the text including the cover for each of the reports at least 03 days before completion of printing.
- i) DELIVERY : **a)** Delivery of error -free Draft Printed Annual Report with Notices must be submitted for approval within 02 days of receipt of Soft Copy.
b) Delivery of Copies of Printed Annual Accounts Books with Notice must be completed within 05 days of handing-over of approved draft.
c) In case of additional copies the required number of **printed** Annual Books must be delivered within 03 days as per your quoted rates.
- j) FORWARDING : To be delivered at AG – 104, “ Sourav Abasan”, 2nd Floor, Sector - II, Salt Lake City, Kolkata – 700 091 or at any other site within Kolkata as directed.
- k) SAMPLE : Sample can be seen during office hours at the Registered office of the OMDC at “Sourav Abasan, 2nd Floor, AG – 104, Sector – II, Salt Lake City, Kolkata – 700 091.
- l) Extra Information : Photograph (10 nos. approx.) and Graph (8 nos. approx.)
- m) Translation : **Translate English vernacular to Hindi from of Annual Report.**

(B) THE BISRA STONE LIME COMPANY LIMITED (BSLC)

- a) JOB : Formatting, Design ,Composing and Bilingual Printing on English & Hindi Annual Reports and Notices for the year 2018-18 along with Translation Job (from English to Hindi)
- b) QUANTITY : A) Annual Report - 500 (Five hundred) Copies in English + 100 (One Hundred) Copies in Hindi (approx) with 600 nos. envelop in bilingual
B) Notices: 500 in English with company’s name printed envelop Qty (500)
- c) SIZE OF PAPER : 11.30” X 8.25”(approx.)

- d) NO. OF PAGE : Total 160 pages (approx.)
 Black & White 140 pages
 Two colour 08 pages
 Four Colours 12pages
 Cover Page – 4 Colours
- e) **No. of pages for Notice** : 15 pages Black & White

No extra payment will be made if the pages are increased or decreased by 5% in Annual Report.
Please quote rate as per quote sheet for additional pages beyond 5% increase separately for Black & White, Two colors & four colors.

- f) PAPER QUALITY: Text 65 GSM Maplitho Paper
 Cover Page - 130 GSM Matt Art paper.
 Envelope transparent plastic Jacket envelop with single colour
 Printing (Quantity- 600) and Normal Company's Name Printed
 Envelope (Quantity- 500)
- g) BINDING : Centre stitch Binding with outer Cover Matt Lamination (For Annual Report) and Normal Fabrication for Notices
- h) INPUTS : Microsoft Word files would be provided. Formatting of text and cover design to be done by the bidder. Matter's to be got cleared from BSLC Company Secretary before printing. The bidder would provide BSLC a CD containing the word file formatted and the PDF file of the text including the cover for each of the reports at least 03 days before completion of printing.
- i) DELIVERY : **a)** Delivery of error- free Draft Printed Annual Report with notices must be submitted for approval within 2 days of receipt of Soft Copy.
b) Delivery of Printed Annual Report with notices must be completed within 05 days of handing-over of approved draft.
c) In case of additional copies the required number of printed Annual Books must be delivered within 03 days as per your quoted rates.
- j) FORWARDING : To be delivered at " Sourav Abasan", 2nd Floor, AG – 104, Sector -II, Salt Lake City, Kolkata – 700 091 or at any other site within Kolkata as directed.
- k) SAMPLE : Sample can be seen during office hours at the Registered office of the BSLC at "Sourav Abasan, 2nd Floor, AG – 104, Sector – II, Salt Lake City, Kolkata – 700 091.
- l) Extra Information : Photograph (10 nos. approx.) and Graph (8 nos. approx.)
- m) Translation : **Translate English vernacular to Hindi of Annual Report.**

(C) EASTERN INVESTMENTS LIMITED (EIL)

- a) JOB : Formatting, Design, Composing and Bilingual Printing on English & Hindi Annual Reports and Notices for the year 2018-18 along with Translation Job (from English to Hindi)
- b) QUANTITY : A) **Annual Report:** 1300 (One thousand Three Hundred) Copies in English + 200 (Two hundred) Copies in Hindi approx with 1500 copies of envelope In bilingual.
B) **Notices:** 1500 in English with company's name printed envelop Qty (1500)
- c) SIZE OF PAPER : 11.30" X 8.25"(approx.)
- d) NO. OF PAGE : Total 200 pages (approx.)
Black & White 175 pages
Two Colour 10 pages
4 Colours 15 pages
Cover Page 4 Colour
- e) **No. of pages for Notice** : 15 pages Black & White

No extra payment will be made if the pages are increased or decreased by 5% in Annual Report. **Please quote rate as per quote sheet for additional pages** beyond 5% increase separately **for Black & White, Two colors & four colors.**

- e) PAPER QUALITY : Text 65 GSM Maplitho
Cover Page - 130 GSM Matt Art Paper.
Envelope transparent plastic jacket envelop with single colour printing (Quantity- 1500) and Normal Company's Name Printed Envelope (Quantity- 1500)
- f) BINDING : Centre stitch Binding with outer Cover Matt Lamination(for Annual Report) Stapler for Notices
- g) INPUTS : Microsoft Word files would be provided. Formatting of text and cover design to be done by the bidder. Matter to be got cleared from EIL Company Secretary before printing. The Bidder would provide EIL a CD containing the word file formatted and the PDF file of the text including the cover for each of the reports at least 03 days before completion of printing.
- h) DELIVERY : **a)** Delivery of error- free Draft Printed Annual with notice must be submitted for approval within 02 days of receipt of Soft Copy.
b) Delivery of Printed Annual Accounts Books with notice must be

completed within 05 days of handing-over of approved draft.

c) In case of additional copies the required number of **printed** Annual Books must be delivered within 03 days as per your quoted rates.

- i) **FORWARDING** : To be delivered at “ Sourav Abasan”, 2nd Floor, AG – 104, Sector - II, Salt Lake City, Kolkata – 700 091 at any other site within Kolkata as directed.
- j) **SAMPLE** : Sample can be seen during office hours at the Registered office of EIL at “Sourav Abasan, 2nd Floor, AG – 104, Sector – II, Salt Lake City, Kolkata – 700 091”.
- k) **Extra Information** : Photograph (10 nos. approx.) and Graph (8 nos. approx)
- l) **Translation** : **Translate English vernacular to Hindi of Annual Reports.**

3 **PERIOD OF CONTRACT**---- 06 month from the date of issue of work order/LOI

4 **DATE OF COMMENCEMENT OF WORK**

It may be mentioned in the Work order/LOI.

5 **Earnest Money Deposit:-**

The bidder is required to deposit an amount of Rs. 15,000/- (Rupees Fifteen thousand) as Earnest Money Deposit (EMD) in the form of Demand Draft on any Nationalized/Schedule Bank in India in favour of “The Orissa Minerals Development Company Limited ” payable at Kolkata. Cheques, Bonds, Guarantee Bonds and Govt. Securities (Stock Certificates, Bearer Bonds, Promissory notes and cash certificates) will not be accepted towards the earnest money and no interest will be paid on EMD. Earnest Money shall be refunded to the unsuccessful bidders immediately after final evaluation of the tender. EMD of successful bidder will be converted to security deposit and refunded after satisfactory completion of the period of contract.

EMD of the successful bidder shall be forfeited if the successful bidder does not supply as per work order. No interest on the Earnest Money Deposit shall be paid. Public Sector Undertakings (PSUs) / Central Public Sector Enterprises (CPSEs) under Government of India are exempted from submission of EMD. NSIC/ MSME Certificate holders shall be exempted from paying EMD.

6 **Security Deposit:** - EMD of successful bidder will be converted to security deposit and refunded after satisfactory completion of the period of contract.

7 **ELIGIBILITY CONDITION**

The firm should meet the following technical eligibility criteria and provide documentary evidence for each of the following items.

i) The Printer should have all infrastructural facilities including designing, visualizing, in-house composition, typing and type setting, in-house digital scanning, planning system designing, image setting and film out putting, complete processing with proofing facilities, four colours automatic printing machines for printing (at least) on A4, B5 and A5 papers, in-house complete binding equipment with automatic perfect binding, laminations and automatic folding machine, transportation facilities etc. (Undertaking to this effect to be submitted by the bidder on letter head).

ii) List of major clients (Name of **organization** along with contact persons with telephone numbers in that office may also be given for verification and also specimen copy of work done).

iii) The bidder should have at least 03 yrs experience of **Formatting, Design, Composing and Printing of Reports in English and Hindi along with Translation Job (from English to Hindi)** during last 05 years ending 30.06.2018 in Govt. Department/PSU/autonomous bodies /public limited companies -attach copy (s) of letter(s).

iv) The bidder should have minimum average annual turnover of Rs. 5 lakhs per annum for last 3 years ending 31.03.2017. Copies of the Income Tax return / balance sheet/ P & L Account for the last 3 years certified by the CA firm must be furnished.

v) The firm should have Sales Tax Registration No. , PAN no. and TIN No. and GST Registration certificate (Copy to be submitted)

vi) The printer must have office in Kolkata.

vii) Declaration to the effect that the bidder has accepted all the terms & conditions of the Tender Document as per Annexure-I, attached herewith.

viii) Undertaking in the Bidder's letter head to the effect that the agency has not been blacklisted/ debarred by any PSU or OMDC/BSLC/ EIL at any point of time as per Annexure-II attached herewith

8 EVALUATION

i) **Part - I, i.e. Techno-Commercial Bid** shall be opened in the presence of the bidders or their authorized representative at time and date as given in **Chapter - I**.

ii) **Part - II i.e. Price Bid** of the Bidders whose Techno-Commercial Bids are technically qualified will only be opened afterwards in presence of their authorized representatives on a suitable date and time; which will be intimated to the technically eligible bidders in due course through Letter/Fax/Telephone.

Tenders containing overwriting, correction or erasing, without authentication with full signature on the page(s) of "**Price Bid**" and amount / quantity not shown in figures and words will be liable for rejection. Submission of the price-bid in a format other than the requisite format may be liable for rejection by the Tender Committee. In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.

NOTE :- THE GRAND TOTAL PRICE TAKEN TOGETHER FOR M/S. EIL, OMDC AND BSLC QUOTED IN THE FINANCIAL BID WILL BE CONSIDERED TO DECIDE THE L-1 TENDERER.

9 AWARD OF CONTRACT

(a) The Company reserves the right to accept or reject any or all tenders without assigning any reason thereof.

(b) Award of contract shall be made at the absolute discretion of EIL/OMDC/BSLC. The company reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. For such cancellation the tenderers shall not be entitled to claim any cost, charges, expenses incidental to or incurred by him through or in connection with the preparation and submission without assigning any reason whatsoever.

10. INSPECTION: - Supply items are to be inspected by Company Secretary.

11. PAYMENT TERMS:

Payment will be made within 15 days after delivery and submission of Invoice with certified challan.

- 12. DELIVERY:-** a) Delivery of error- free Draft Printed Annual with notice must be submitted for approval within 02 days of receipt of Soft Copy from user department.
- b) Delivery of Printed Annual Accounts Books with notice must be completed within 05 days of handing-over of approved draft.
- c) In case of additional copies the required number of printed Annual Books must be delivered within 03 days as per your quoted rates.
- d) The delivery of Annual Report and Notice with envelopes shall be made at AG-104, Sourav Abasan, 2nd Floor, Sector- II, Salt Lake City Kolkata-700091. In case of emergency, telephone intimation shall be considered as order and delivery should be made within 02 days accordingly

13. PENALTY:

- a) The tenderer will be bound to supply the items with stipulated period, failing which penalty will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
- b) 5%of value of the order calculated at the contract rate period per week will be levied subject to a maximum of 10% of contract order for late supply. The cut off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at FOR destination. In case of failure to supply within reasonable period (as decided by the company), the company will have the discretion to get the job done through alternate source at the risks and cost of the successful bidder s and the differential in cost will be claimed from the bidder.
- c) For non- supply of printed material in time company reserves right to forfeit—EMD / Security Deposit of the firm.
- d) In case of any deviations/fault in the quantity and quality and also printing mistakes, Company shall have right to reject printed material or deduct part payment from bill.

14. TAX DEDUCTED AT SOURCES

Income Tax, Education Cess and other taxes as applicable shall be deducted at source at the rate prescribed in the Income tax Act and / or any other relevant Act from the gross value of each bill.

SIGNATURE OF THE TENDERER/ AUTHORISED SIGNATORY

CHAPTER-III

1. General Terms & Conditions

DEFINATIONS:

- a) **Tenderer/Bidder:** Tenderer/Bidder means an Individual, Society, Partnership Firm, Consortium or Company willing to participate by accepting terms and conditions given in the tender documents.
- b) **Tender:** Tender means the work to be perform according to the tender documents (both techno-commercial and price bid) submitted by the bidder for consideration of OMDC,BSLC & EIL.
- c) **Name of the Tender:** Name of the Tender means the work to be performed by the bidder/tenderer.
- d) **Techno-Commercial Bid:** Techno-commercial Bid means documents regarding eligibility condition as stipulated in the tender documents for qualifying the bidder for consideration of the Price Bid.
- e) **Price Bid:** Price Bid means the document containing the scheduled rate to be considered for the purpose of evaluation and award of contract.
- f) **OMDC:** OMDC means "The Orissa Minerals Development Company Limited". A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2ndFloor, Sector -II, Salt Lake City, Kolkata - 700091.
- g) **BSLC:** BSLC means "The Bisra Stone Lime Company Limited". A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2ndFloor, Sector -II, Salt Lake City, Kolkata - 700091.
- h) **EIL:** EIL means "Eastern Investments Limited". A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2ndFloor, Sector -II, Salt Lake City, Kolkata - 700091.

2. TENDER SUBMISSION:

- a) The bidder shall submit the Tender in **2 (two)** parts consisting of **Part-I (Techno- Commercial)** and **Part-II (Price Bid)** each in separate envelopes duly sealed and super scribed with the Tender Notice Number.
- b) Earnest Money shall be deposited in the shape of Demand Draft in favour of OMDC, payable at Kolkata and the same is to be put in a separate envelope duly sealed and super scribed with the word "Earnest Money Deposit".
All the 3 (three) envelopes containing Part - I, Part - II & Earnest Money shall be put in a 4th (fourth) envelope duly sealed, super scribed with Tender Notice No., Name of the job, date of opening of Technical Bid and addressed to Asst. Manager (Stores), The Orissa Minerals Development Company Ltd., Sourav Abasan, 2nd Floor, AG-104, Sector-II, Saltlake City, Kolkata-700091.
Tender not submitted with Part - I , Part - II & EMD in separate covers properly sealed as prescribed above shall be considered as invalid and will be rejected.
- c) Tenders can be submitted either by post, courier service or deposited in the Tender box in the office of the Assist.ant Mgr (Stores), EIL/OMDC/BSLC, AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091.

However, EIL/OMDC/BSLC shall not be responsible for delay occurring in postal/ courier services resulting in non-submission of the bid documents within time.

Tenders not received in prescribed format will be liable to be summarily rejected. Conditional Bids not adhering to the Tendered terms and conditions are liable to be rejected.

- d) Tenders will be received up to **3.00 P.M. on 30.07.2018** and will be opened on the same day at **3.30 P.M.** in the presence of bidders or their authorized representatives.
- e) The bidders will be intimated about the date & time of the price bid opening in advance through Letter/Fax/Telephone.
- f) Bidders should indicate their Bank A/c details for making payments through RTGS/NEFT. EIL/OMDC/BSLC reserves the right to accept or reject any or all tenders or distributes the work amongst different bidders without assigning any reason thereof.

3. OPENING OF TENDER :

Cover - I, i.e. Technical Bid will be opened in the presence of the bidders or their accredited representative at the office of The Manager (Commercial/ I/c Stores), EIL/ OMDC/ BSLC on **30/07/2018 at 3.30 pm.**

Cover - II i.e. Price Bid of the Bidders, whose Technical Bids are found acceptable afterwards on a suitable date, which will be intimated to the bidders in due course through letter/fax/telephone.

OMDC/BSLC/EIL also reserves the right to cancel/postpone the date of receipt and opening of the Tender without bearing any liability whatsoever, consequent upon such decision.

4. VALIDITY :

The Tender and the prices quoted shall be deemed to remain valid for a period of 90 days from the date of opening of Techno-Commercial Bid.

5 FORCE MAJEURE CLAUSE:

- (a) If at any time during the existence of this W.O./LOI either party is unable to perform whole or in part any obligation under the Contract or delays the performance under the Contract owing to or resulting from cause or causes beyond the control of either party such as; acts of God, strikes, go-slow, Government elicits or rulings, war,

blockade, revolution, civil commotion, riots, destruction of goods by fire or floods, plague, or other causes; EIL/OMDC/BSLC and/or the Agency shall be relieved of the responsibility for performance of the Contract as per *para* (c) of this clause to the extent to which such performance has not been achieved or has been obstructed.

(b) In the event that such force majeure condition as specified in sub clause (a) above of this clause occurs, the party shall give prompt notice to the other party as soon as possible and then shall within 2 (Two) weeks after occurrence of such event, furnish the other party in writing with the particulars of the relevant event and documents explaining that its performance is prevented or delayed due to cause or causes as set forth in *para* (a) of this clause and further shall furnish at the same time or at least within 3(three) weeks after occurrence of such event the documentary evidence duly proving such force majeure condition use its best effort to resume the performance of its obligations under this Agreement with the least possible delay and such party shall always advise the other party of detailed progress of the event of force majeure and the prospect of settlement of such event and of the resumption of the performance of its obligations under the Contract.

(c) Either party shall be relieved of the responsibility of performance of the W.O./LOI to the extent to which such performance has been obstructed and if approved by the other party, the time of delivery or performance may be postponed for the duration of the time, but no longer, in which delivery or performance is prevented by any such cause or causes herein mentioned above.

(d) In the event that the duration of the postponement of the Contract mentioned herein exceeds 3 (three) months, the other party shall have the option to cancel the same in respect of the undelivered service or unfinished work or extend the period of contract by mutual agreement.

6 MODIFICATION OF CONTRACT :

The Company reserves the right to make any modification /alternation in the condition as mentioned in the Tender by signing the agreement with the successful bidder(s).

7. ARBITRATION:

Any dispute or difference under or arising out of or in respect of the agreement may be referred to the sole arbitration by a person appointed by the Managing Director, for each companies (OMDC,BSLC and EIL)and his decision in the matter will be final and binding on the agency and company. The arbitration shall be carried out as per arbitration Act, 1996 and Rules made there under amended as time to time.

Note: i) The High Court at Kolkata and /or District Court at Barasat will have the jurisdiction to address any unsettled dispute.

ii) No claim on arbitration will be entertained in regard to facts which party is supposed to ascertain before participating in the tender.

SIGNATURE OF THE TENDERER/

AUTHORIZED SIGNATORY

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED
(A Govt. of India Enterprise)
Head Office, Sourav Abasan, 2nd Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091

Annexure-I

CERTIFICATE TO BE GIVEN BY THE BIDDER:

I/we certify that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found incorrect, my / our tender may be rejected by the company.

Further, I/we also certify that I/we have visited the site and got acquainted with local conditions. My/our price bid is based on the basis of our full understanding about the job. I/we also authorize the company to forfeit my earnest money in case I/we fail to take up the job in the event of acceptance of my/our tender by OMDC/BSLC/EIL.

SIGNATURE OF THE BIDDER

WITH DATE & SEAL

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED
(A Govt. of India Enterprise)
Head Office, Sourav Abasan, 2nd Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091

Annexure-II

DECLARATION BY THE BIDDER

To

The Manager (Commercial/ I/c Stores)

OMDC/BSLC/EIL,

AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091

Sub : Formatting, Design ,Composing and Bilingual Printing Of Annual Reports 2018-18 in English & Hindi along with Translation Job (from English to Hindi) and Printing of Notices In English for all the three company's (OMDC, BSLC and EIL)

Ref.: BGC/Enq/HO/MAT/Annual Report & NOTICE/07/2017-18, Dated: 17/07/2018.

Dear Sir,

In response to the tender invited by you, I/We have examined the general conditions and other terms and conditions of the contract and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice.

I/We also undertake that I/we have not been blacklisted by any PSU or debarred by OMDC/BSLC/EIL at any time.

I/We enclose herewith the required documents.

Yours faithfully,

SIGNATURE OF THE BIDDER

WITH DATE & SEAL

Encl: List of documents.

**Part-I Techno Commercial Bid
Part-II Price Bid.**

Annexure –A

TECHNICAL BID

Sl. No.		
1.	Name of the firm	
2.	Address along with Email ID	
3.	Telephone nos. along with Fax no.	
4.	Mobile	
5.	Type of firm (Proprietary/Private/Private Ltd./ MNC/ Co-operative/ Govt. Undertaking)	
6.	Name of Proprietor / Partners	
7.	EMD Amount	

8.	DD/ Cheque No. with date	
9	Infrastructure available for printing (List of Machines and its valuation and man power with full details copy to be enclosed)	
10.	List of Major clients (Name of Organisation along with contact person with telephone numbers of that office may also given for verification and also specimen copy of work done	
11.	The bidder should have annual turnover of Rs. 5 lakhs per annum for last 3 years. A copy of the annual / balance sheet for the last 3 years certified by the CA firm must be furnished.	
12.	Atleast 03 yrs experience of Formatting, Design ,Composing and Printing of Reports in English and Hindi along with Translation Job (from English to Hindi) during last 05 years ending 31.03.2016 in Govt. Department/PSU/autonomous bodies /public limited companies –attach copy (s) of letter(s).	
13.	Has the firm ever been debarred / Black listed By any organization? Yes / No	

	If yes the details thereof	
14.	Details of Award / certificate of merit etc received from any organization, Yes / No if any (please attach the copy)	
15.	PAN NO.	
16.	TIN NO.	
17.	Sales Tax no.	
	The all terms and conditions of the tender are acceptable to me / us . All information provide above are true to the best of my/ our knowledge.	

Authorized Signatory (With full name and designation)Seal

Annexure –B
FINANCIAL BID

<u>Sl No.</u>	Job Description	Rate per unit (in Rs.) (in figure)	Rate per unit (in Rs.) (in word)
01	<u>OMDC</u>		
	Cost of Translation (from English to Hindi) , Formatting, Design, Composing ,Printing and perfect binding of Annual Report and Notices in English of OMDC for the Year 2017-18.Containing the followings:-		
	A) Annual Report :- Total English Copy:- 4000 , Total page 200		
	i) 180pages 65GSM Maplitho Paper in Black & White.		
	ii) 08 pages 65GSM Maplitho Paper in two Colours.		
	iii) 12 pages 65GSM Maplitho Paper in four Colour.		
	iv) 130 GSM matt art paper Cover 4 colour		
	B) Annual Report :- Total Hindi Copy:- 100, Total page 200		
	i) 180pages 65GSM Maplitho Paper in Black & White.		
	li) 08pages 65GSM Maplitho Paper in two Colour.		
	iii) 12 pages 65GSM Maplitho Paper in four Colour.		
	iv) 130 GSM matt art paper Cover 4 colour		
	C) Supply of printing in bilingual transparent plastic jacket envelop with single colour printing. Total no.-4100		
	D) Printing of notices in English , no.- of book :4000 i)No. of page : 20 ,A4 size , 65 GSM II) Company name printed envelope : 4000 qty (11X5 inch)		
TOTAL AMOUNT FOR OMDC			

<u>Sl No.</u>	<u>Job Description</u>	<u>Rate per unit (in Rs.) (in figure)</u>	<u>Rate per unit (in Rs.) (in word)</u>
02	<u>BSLC</u>		
	Cost of Translation (from English to Hindi) , Formatting, Design, Composing ,Printing and perfect binding of Annual Report and Notices in English of BSLC for the Year 2017-18.Containing the followings:-		
	A) Annual Report :- Total English Copy:- 500 , Total page 160		
	i) 140pages 65GSM Maplitho Paper in Black & White.		
	ii) 08pages 65GSM Maplitho Paper in two Colours.		
	iii) 12 pages 65GSM Maplitho Paper in four Colour.		
	iv) 130 GSM matt art paper Cover 4 colour		
	B) Annual Report :- Total Hindi Copy:- 100, Total page 160		
	i) 140pages 65GSM Maplitho Paper in Black & White.		
	ii) 08 pages 65GSM Maplitho Paper in two Colours.		
	iii) 12 pages 65GSM Maplitho Paper in four Colour.		
	iv) 130 GSM matt art paper Cover 4 colour		
	C) Supply of printing in bilingual transparent plastic jacket envelop with single colour printing. Total no.-500		
	D) Printing of notices in English , no.- of book : 500 i)No. of page : 15, A4 size , 65 GSM II) Company name printed envelope : 500 qty (11X5 inch)		
	TOTAL AMOUNT FOR BSLC		

<u>Sl No.</u>	<u>Job Description</u>	<u>Rate per unit (in Rs.) (in figure)</u>	<u>Rate per unit (in Rs.) (in word)</u>
03	<u>EIL</u>		
	Cost of Translation (from English to Hindi) , Formatting, Design, Composing ,Printing and perfect binding of Annual Report and Notices in English of EIL for the Year 2017-18. Containing the followings:-		
	A) Annual Report :- Total English Copy:- 1300 , Total page 200		
	g) 175pages 65GSM Maplitho Paper in Black & White.		
	ii) 10 pages 65GSM Maplitho Paper in two Colour.		
	iii) 15 pages 65GSM Maplitho Paper in four Colour.		
	iv) 130 GSM matt art paper Cover 4 colour		
	B) Annual Report :- Total Hindi Copy:- 200 , Total page 200		
	h) 175pages 65GSM Maplitho Paper in Black & White.		
	i) 10 pages 65GSM Maplitho Paper in two Colours.		
	j) 15 pages 65GSM Maplitho Paper in four Colour.		
	k) 130 GSM matt art paper Cover 4 colour		
	l) Supply of printing in bilingual transparent plastic jacket envelop with single colour printing. Total no.-1500		
	m) Printing of notices in English , no.- of book : 1500 i)No. of page : 15 ,A4 size , 65 GSM II) Company name printed envelope : 2500 qty (11 X5 inc)		
TOTAL AMOUNT FOR EIL			

04	Grand Total for all the 03 company's(EIL, OMDC and BSLC) (in figure)	Rs.
	Grand Total for all the 03 company's(EIL, OMDC and BSLC) (in words)	

05	Cost of additional pages (Beyond 5 %) (inclusive of all taxes)	Rate per unit (in Rs.) (in figure)	Rate per unit (in Rs.) (in word)
	65 GSM Maplitho Paper in One colour Black & White per page for OMDC		
	65 GSM Maplitho Paper in Two colour per page for OMDC		
	65 GSM Maplitho Paper in Four colour per page for OMDC		
	65 GSM Maplitho Paper in One colour Black & White per page for BSLC		
	65 GSM Maplitho Paper in Two colour per page for BSLC		
	65 GSM Maplitho Paper in Four colour per page for BSLC		
	65 GSM Maplitho Paper in One colour Black & White per page for EIL		
	65 GSM Maplitho Paper in Two colour per page for EIL		
	65 GSM Maplitho Paper in Four colour per page for EIL		

Note: Rates should be including packaging and delivery charges and GST to be paid extra as applicable.

**Authorized Signatory,
(With full name and designation)**

Seal: